



Programs Coordinator: Arts & Pedagogy

The Laundromat Project (The LP) is seeking an organized, tech savvy, creative team builder to be our Programs Coordinator: Arts & Pedagogy. This individual will provide expert logistical, administrative support to the Arts & Pedagogy programming team at the LP's new home in Bed-Stuy. Their responsibilities will include coordinating programs, open calls for the Create Change and Create Change Institute programs. They will also assist in developing schedules, templates, facilitating training, and occasionally attending events for our Arts and Pedagogy program team for current artists and alumni of our Create Change and Create Change Institute programming.

This position reports to the Senior Manager of Arts and Pedagogy and is a member of The LP's Programs Team. The LP's programs department brings to life our vision to Make Art, Build Community, and Create Change. Our pioneering artist development program, *Create Change*, annually connects, supports, and trains 3-5 artists-in-residence, a cohort of 10-15 fellows, 40+ attendees at a 2-day virtual institute, and 20+ microgrant recipients. The LP's community engagement program includes an advisory council, diverse public programming, a micro-grant fund, and local / citywide partnerships. Across all programs, there is a strong emphasis on cultural organizing, community building and accountability, rigorous pedagogy, cultural placekeeping, and art as a potent agent for community action, cohesion, and possibility.

The person in this role will oversee schedules and program content for a department of 4 full-time staff, along with seasonal staff and consultants. As needed, they will work with other departments at The LP to help ensure their departmental goals and the overall mission of the organization are met.

Lead Responsibilities

- Support Open Calls for [Create Change](#) process including drafting program descriptions and facilitating the registration process for our Fellowship and AIR programs.
- Liaise with facilitators and artists in the Create Change [Residency](#) & [Fellowship](#) program including onboarding, session coordination, relay timely and logistically info/address concerns throughout fellowship.

1476 Fulton Street
Brooklyn, NY 11216
P: (718) 574 – 0798
www.laundromatproject.org

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- Coordinate public programming including drafting run of shows, designing agendas, sending calendar invitations and coordinating with elected officials around speaking and attendance.
- Lead the administration for the [Create Change Institute](#).
- Schedule and build out programming and updates to our Submittable application and cohort documentation.

Supporting Responsibilities

- Support with tech responsibilities and tools for virtual programming.
- Maintain effective project management in Asana.
- Assist with organizational administrative duties as assigned.
- Administer and complete invoicing, honoraria, and contracting process for facilitators, consultants, and artists.
- Assist with the alignment of arts and pedagogy with artist development.
- Coordinate the Create Change Institute with potential interests.

Professional Qualifications

- Experience and excellence in artist support, community engagement programming, and curriculum development & assessment.
- A deep and demonstrated commitment to cultural / community organizing among POC communities; along with a deep and genuine belief in the power of arts, creativity, and collectivity as strong advocacy tools to effect positive change.
- Experienced convener and connector between artists and neighbors in ways that generate new possibilities for us all.
- Excellent internal and external communications skills, including public speaking as well as verbal, written, and visual presentation skills.
- Tracking record of budget development and oversight, grant development and reporting, and programmatic systems and structures.
- Demonstrated knowledge (preferred) and/or strong interest (required) in the history and continued legacy of Black / POC communities in Bed-Stuy and Central Brooklyn.
- Knowledge of and connection to the NYC arts and culture field, as well as national artist training networks and community-based arts organizations.
- Tech-savvy with fluency in the Mac computer platform as well as Google Suite, Slack, Salesforce, Asana preferred, and experience with Classy, Canva and ArtsPool a plus.

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- Written and spoken fluency in Spanish and/or French a strong plus.
- Artistry & creativity are welcome across all aspects of the job!

We recognize that a successful candidate will meet many of the requirements listed on this job description, but may not meet all of the qualifications. If much of this job description describes you, we encourage you to apply.

About The Laundromat Project

Locally relevant and nationally recognized, The LP is a Black-rooted and POC-centered arts organization that advances artists and neighbors as change agents in their own communities. We make art and culture citywide through our signature Create Change program and creatively engage communities while addressing critical social issues such as cultural legacy, racial justice, and community wellness. We do this while firmly grounded in [our organizational values](#).

The LP has a staff of 12 and an annual budget of approximately \$2M. Since 2005, we have directly invested over \$1M in 180+ multiracial, multigenerational, and multidisciplinary artists and 83 innovative community art projects, while engaging over 46,000 New Yorkers. This is an especially exciting time to join our team as we make our new home into a creative community hub on Fulton Street in the heart of Bed-Stuy, Brooklyn. To learn more about The LP, please visit: laundromatproject.org/

Organizational Culture

The LP strives to be a positive, fulfilling, and healthy place to work by fostering a culture that encourages staff wellbeing both in and outside of work. The LP affirmatively values and centers the voices, cultures, imagination, knowledge, and leadership of people of color in all of our work and operations.

Compensation

The annual salary for this role is \$65,000.

We offer comprehensive benefits including health, dental, and vision insurance; a 401(k) retirement savings plan with a guaranteed 4% employer contribution; a Wellness Fund for



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personal development and self-care; funds for professional memberships, and professional development opportunities. Time off includes vacation, holidays, personal time, and a collective week off during the Summer and at year-end.

Additional Details

Anticipated Start Date: October 15, 2023

Reports to: Senior Manager of Arts & Pedagogy

Position: Full time, with some weekends and evenings required

Office Location: Bed-Stuy, Brooklyn; Work time includes both regularly scheduled in-office hours and virtual / remote hours

Geographic Reach: Citywide, with particular focus on Bed-Stuy & Central Brooklyn

Application Process

Deadline: September 10, 2023

Apply here: https://form.jotform.com/laundromat_proj/apply-arts--pedagogy-coordinator

Format: Application should be submitted as a single PDF and include

- Cover letter outlining how your skills and experience meet the position qualifications
- Resume outlining your relevant professional experience
- You will need a Gmail account to access the application form linked above. If you are unable to access the form, please submit your application by email instead at: jobs@laundromatproject.org.

Please note: Newly hired employees are required to be fully vaccinated for COVID-19 (i.e., have received both doses of a two-dose vaccine or a single dose of a one-dose vaccine) and must provide proof of vaccination upon request by the organization. Requests for potential accommodation shall be considered in accordance with applicable law if and at such time as a conditional offer of employment is extended to a candidate. Applicants should not provide any medical or genetic information with their application.

We cannot respond to all inquiries; only candidates being seriously considered will be contacted. We will not accept reference letters or phone calls. The Laundromat Project is an equal opportunity employer. People of color, women, immigrants, disabled, LGBTQIA+ individuals, and others who may contribute to a rich diversity of perspectives and ideas are especially welcome and encouraged to apply.

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